



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSOCIATE PERSONNEL ANALYST

\$4,400.00 - \$5,348.00

**HUMAN RESOURCES MANAGEMENT DIVISION
SACRAMENTO**

RESPONSIBILITIES:

Under supervision of the Human Resources Management Division's Classification and Pay Manager, (Staff Services Manager I) serves as a personnel analyst in the Classification and Pay Unit. The personnel analyst performs a variety of work on projects related to recruitment, hiring, classification and compensation, employee discipline, employee grievances and other labor relations-related issues. Provides consultation and guidance to departmental management staff. The personnel analyst develops and revises internal and external policy and procedures and other resource materials; evaluates, creates, and updates policies; develops implementation plans for new and revised policies; conducts project management activities. **This position is designated Confidential.**

DESIRABLE QUALIFICATIONS:

- Experience in writing and developing procedures, policy and manuals
- Experience performing classification and compensation tasks
- Ability to analyze, interpret laws, rules and regulations
- Knowledge of the recruitment, hiring process
- Knowledge of adverse actions process
- Organize and establish workload priorities
- Strong oral and written communication skills both orally and in writing
- Strong analytical skills
- Demonstrate initiative, flexibility, and tact
- Experience with Microsoft Outlook, Word, Excel, PowerPoint, I-Mapping

WHO MAY APPLY:

Applications will be accepted from current State employees at the Associate Personnel Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

02/11/13TB

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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APPLICATION PROCEDURE:

Send a completed standard State of California application to Tina Brown, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814.

Please indicate "Associate Personnel Analyst #413-191-5142-XXX" on the State application.

For additional information, please contact 916-492-3351 or Tina.Brown@insurance.ca.gov

FINAL FILING DATE: **Thursday, February 22, 2013 – Close of Business**

NOTE: **Interested individuals must submit an application in order to be considered for this position.**

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